**Customizing Documents**: In this lesson, you learned the following key points:

* The Backstage view helps you manage your documents and related data.
* You can customize the general and proofing options in Word 2010.
* You can customize the Quick Access Toolbar by adding commands and setting the options for repositioning the Quick Access Toolbar.
* You can customize the file-saving options in Word 2010 by setting a default file location.

**Enhancing and Reviewing Documents:** In this lesson, you learned the following key points:

* You can enhance a document by formatting page layout options and applying text effects.
* Using the Navigation Pane, you can reorganize a document.
* You can insert section breaks, tables and captions, and illustrations in a document.
* You can review the document in Track Changes mode and can insert, view, and delete comments.

**Sharing and Protecting Documents:** In this lesson, you learned the following key points:

* You can work with others at the same time on a shared document.
* While co-authoring, you can view the list of authors working on the document.
* While co-authoring, you can view the changes being made to the document by others, and other users can view your changes.
* You can access and edit a document from virtually anywhere by using a Web browser.
* You can also view and edit a document by using your Windows Phone-based mobile phone.
* To protect your document, use the restrict editing options, block an author, add a digital signature, and finalize a document.

**Creating Complex Documents:** In this lesson, you learned the following key points:

* You can insert and format a table of contents in a document.
* You can insert footnotes and endnotes in a document.
* You can create a mail merge, select recipients, preview merge results, and share a mail merged document.

**Glossary**

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**B**

**bibliography**

A list of sources, usually placed at the end of a document, that you consulted or cited in creating a document.

**bullet point**

An item in a list in which each list entry is preceded by a symbol, rather than by a number.

**Backstage view**

A view that replaces the Microsoft Office Button in previous versions of Office.

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**C**

**caption**

A numbered label that you can add to a figure, a table, an equation, or another object.

**contextual tab**

A tab containing groups of buttons that represent commands for customizing and formatting the selected object.

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**F**

**footnote**

A printed note, placed below the text on a printed page, used to explain, comment on, or provide references for text in a document.

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**G**

**gallery**

A set of thumbnails that show visually the effect of each option.

**graphic**

Any image—such as a picture, photograph, drawing, illustration, or shape—that can be placed as an object on a page.

**group**

A set of buttons on a tab that all relate to the same type of object or task.

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**M**

**mail merge**

A feature, which helps users create documents such as letter and e-mails that are essentially the same but contains unique elements such as recipient name, address, city, and state.

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**R**

**ribbon**

An area at the top of the Word 2010 window where almost all the capabilities of Word are available to help you use the program efficiently.

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**T**

**table of contents**

A list of divisions and the pages on which they start.

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**W**

**worksheet**

A collection of cells on a single sheet where you keep and manipulate data.